

Pharmacy Technician Trainee Licensure Requirements

(All pharmacy technician applicants MUST be at least 18 years of age)

All technician trainee applicants must submit:

1. A completed application and fee (see below).
2. Proof of legal residency:
 - a. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
 - b. A United States certificate of birth abroad.
 - c. A United States passport.
 - d. A United States certificate of naturalization.
 - e. A United States certificate of citizenship.
 - f. A tribal certificate of Indian blood.
 - g. A tribal or bureau of Indian affairs affidavit of birth.

If you are not a US citizen, you must provide documentation of your eligibility to work, (e.g. Employment Authorization Card). Please note that the Board cannot issue a license to an applicant holding an Employment Authorization Card issued under Categories A-11, C-14 or C-33.

3. A copy of a government-issued photo identification.
 - a. Driver license
 - b. State ID
 - c. Passport or Passport Card
4. Proof of high school graduation or its equivalent
 - a. High school diploma
 - b. High school transcripts showing graduation date
 - c. GED certificate
 - d. GED test results
 - e. Letter from the School District, School Board or Department of Education, on their letterhead, indicating the date of graduation

NOTE: Foreign documents must be translated into English by an accredited translator.

5. If applicable, court records relating to any criminal charges or convictions, even if the charge or conviction was later dismissed, expunged or set aside.
6. Documentation of any name changes.
7. A properly submitted fingerprint card and processing fee.

The trainee license application fee is \$46.00. The fingerprint processing fee is \$22.00. The application fee may be paid by credit or debit card online. If you wish to pay by check or money order, you may apply by mail or in person. The fingerprint processing fee MUST be paid by check or money order. It cannot be paid online. Application fees are NON-REFUNDABLE.

Failure to disclose and provide all documentation relating to a criminal charge or disciplinary action could result in the invalidation of your application and the forfeiture of your fees.

Only complete applications, with all required documentation, will be accepted. Incomplete applications will be returned.